

Irwin County Board of Education

ASSET AND EQUIPMENT DISPOSAL FORM

**ALL INFORMATION MUST BE COMPLETE AND ACCURATE!
Please complete all pertinent information.**

This form must be completed when disposing of Fixed Assets and Equipment and must be approved by Supervisor, etc. and filed with the Accounting Dept (Attn Sandi Purvis)

County Tag # _____
Description _____
Manufacturer _____ Model _____
Serial # _____
Condition _____

County Tag # _____
Description _____
Manufacturer _____ Model _____
Serial # _____
Condition _____

Conditions: Obsolete/Outdated Lost or Stolen
 No Longer Works Destroyed in an accident

No County employee shall dispose of any County equipment without the written authorization of personnel authorized to do so. Any employee disposing of property without such authorization may be held personally liable and/or subject to disciplinary action. All computer information storage mediums must be completely erased or rendered unreadable before it can be disposed. If needed, employees must contact the Information Technology (IT) Department for assistance prior to disposal of such property.

Information Technology Use ONLY:			
Has all Sensitive Data been completely erased?	Yes	No	Not Applic
Signature _____	Date _____		

Facilities Maintenance Use ONLY:	
_____ Take to Auction Storage	Location _____
_____ Dispose of as Trash	
_____ Trade In Approval PO#	
Signature of Department Head or Designee _____	Date of Disposition _____

Accounting Department and IT Department Use ONLY	
Recorded by: _____	Date: _____
Notes: _____	